

Frequently Asked Travel Questions

1) **Leave in Association with Official TDY §301-10.22 How much annual leave may I use in conjunction with official travel?**

Including days spent traveling to and from the TDY location, the total number of days spent on official government business must be greater than or equal to the number of days spent on personal business. Authorized rest periods are considered part of official travel per regulations. See FTR 301-11.20.

Days on personal business include the following:

- a. Weekends not required in order to perform the job (See FTR 301-11.21).
- b. Days on annual leave or any non-paid non-work status other than sick leave.
- c. Holidays.

2) **Entitlement when combining Leave and Official Travel §301-10.7 How should I route my travel?**

You must travel to your destination by the usually traveled route unless your agency authorizes or approves a different route as officially necessary. Your reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. You will be responsible for any additional costs.

§301-10.8 What is my liability if, for personal convenience, I travel by an indirect route or interrupt travel by a direct route?

Your reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. You will be responsible for any additional costs. If you do not travel by the method of transportation required by regulation or selected by your agency, any additional expenses you incur will be borne by you.

§301-10.106 When must I use a contract city-pair fare?

If you are a civilian employee of an agency as defined in §301-1.1 of this chapter, you must always use a contract city-pair fare for scheduled air passenger transportation service unless one of the limited exceptions in §301-10.107 exist. An Internet listing of contract city-pair fares is available at <http://www.gsa.gov/citypairs>.

Note to §301-10.106: Employees of the Government of the District of Columbia, with the exception of the District of Columbia Courts, are not eligible to use contract city-pair fares even though these employees otherwise may be covered by the FTR.

If you are on leave and you fly from your leave point and return to your leave point, NASA will pay your transportation costs from your leave point to your TDY

site and return you to your leave point. If you fly from your leave point and return to your official duty station your transportation costs are limited to the cost of travel by direct route or an uninterrupted basis. You will be responsible for additional costs. (FMR Vol.12, Section 301-10.14)

3) Lodging for Local Travel

§301-11.1 When am I eligible for an allowance (per diem or actual expenses)?

NASA's local travel policy has been established as follows: No lodging or subsistence will be authorized within fifty (50) miles of **both** the employee's official duty station **and** the residence from which the employee commutes to the official duty station. An exception is allowed for training purposes authorized by each Center's Training and Development Division as qualifying under 5 U.S.C. 4109(2) and when it has been determined that overnight stays and attendance at meals are necessary in order to achieve the objectives of the training. Training funds must be used in these circumstances. For travel in excess of fifty (50) miles of both the employee's official duty station and commuting residence, the temporary duty travel regulations apply. The official duty station is defined by the boundaries of the Center.

4) Stopovers on Foreign Travel

§301-11.20 May my agency authorize a rest period for me while I am traveling?

(a) Your agency may authorize a rest period not in excess of 24 hours at either an intermediate point or at your destination if:

- (1) Either your origin or destination point is OCONUS;
- (2) Your scheduled flight time, including stopovers, exceeds 14 hours;
- (3) Travel is by a direct or usually traveled route; and
- (4) Travel is by coach-class service.

(b) When a rest stop is authorized the applicable per diem rate is the rate for the rest stop location.

5) Actual Expenses on Extended TDY Travel

§301-11.224 May I be reimbursed for actual expenses while on an extended TDY assignment?

Yes. In instances when the prescribed per diem rate for an extended TDY assignment will not cover the continuing cost of the assignment, a request for adjustment should be made to the Director of Policy and Business Integration, OCFO, NASA Headquarters. All requests must be submitted in writing and signed by the designated authorizing official (supervisor/director/chief).

The request must include:

- (1) A statement that the additional cost is a necessary expense to the Government.

- (2) A statement that approval of the request is in the best interest of the Government.
- (3) Estimated additional cost.
- (4) UPN and Fund that will finance the additional cost.
- (5) Start and end date of additional entitlement.
- (6) Thorough explanation of why actual expenses are required.

When this information is collected, prepare a memorandum for the signature of the Director of Policy and Business Integration that identifies the traveler, briefly describes the requested exemption/waiver/approval, and states that the request is approved.

The request should route through the Agency Travel Business Process Lead and the Director of Policy and Business Integration for their concurrence.